

ST. MARY'S EPISCOPAL SCHOOL

First and Second Grade Lower School Policies 2019-2020

Please read the following Lower School policies for the upcoming school year.

Parent and Student Handbook

Please read and understand the guidelines of the Lower School parent/student handbook.

Permission for Art

There are times during the school year that St. Mary's art teachers submit student work to various off-campus exhibits or contests. We are usually required to include the student's name, address and phone number on the application form. Students and their parents are notified when any work is accepted to an off-campus exhibit or contest. Please sign this form if you agree to allow your daughter's work to be used in this way. Thank you!

LS Makerspace Responsible Use Policy

1. **Safety** - It is your first responsibility to use the tools and space in a safe way. Never use a tool unless a teacher has demonstrated its use to you and is supervising you.
2. **Cooperation** – Projects in a makerspace require group work. Respect other student's opinions, speaking to others in a positive, appropriate manner.
3. **Task Commitment** – You are responsible for contributing to your group's project. Everyone needs to contribute for the success of the project.
4. **Time Management** – Use your time wisely while in the makerspace. If you finish early, see if you can help someone else, or complete one of the early finisher activities posted.
5. **Improve or "Plus" Projects** - Contribute to other's projects only if feedback is welcome - offer helpful suggestions, tips, and assistance when you see a way other students' projects could benefit from what you have to offer, while respecting their ideas and thoughts.
6. **Clean Up** – You are responsible for your own workspace. Materials and tools are to be put away as soon as you are finished with them. Your work area should be clean before you leave the makerspace.

A loss of privileges in the makerspace may occur if any policy is not followed while working in the makerspace.

St. Mary's Episcopal School Technology Responsible Use Policy *First & Second Grade*

1. I will only use the Internet and technology equipment with the teacher's permission. I understand that technology equipment at school is not for any recreational games and that technology is to be used only to promote learning.
 2. I will only use search engines, such as Google and Yahoo, under the direct supervision of a teacher.
 3. I will be a responsible digital citizen, and I will help others be responsible citizens. I will not write anything that is hurtful to someone else. If I see something inappropriate, I will immediately tell the teacher or a supervising adult.
 4. I will never give out my personal information on the Internet, such as my name, age, grade, school, home address or home phone number.
 5. I promise to use all the technology equipment carefully and respectfully, showing proper care and handling, while being environmentally conscious. This includes only printing with the teacher's permission, handling equipment gently, carrying equipment properly, placing the equipment in the appropriate slot on the cart, and plugging it in to recharge.
 6. In order to respect copyright laws, I will make sure to show where I found information and will not copy or share it without permission.
 7. I will always leave the technology equipment how it was set up when I first received it, and will not change any of its settings.
 8. I will always be a representative of St. Mary's while participating in Cyberspace. This includes participating as a respectful citizen, being mindful of what I say and how I say things to other cyber citizens, and never publishing information that I would be embarrassed to show my parents and teachers. I will honor the agreements I have signed.
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Library Checkout Policy *First & Second Grade for Grade*

To better represent the range of reading levels and interests in the Early Childhood Center and Lower School, the library has divided our collection into two areas - the early room and the intermediate room. The intermediate room contains books that are aimed at girls in roughly third through fifth grade, however, we recognize that each family is different and every girl will be ready for more challenging books in her own time. If you would like your daughter to be able to check out books from the intermediate room, please indicate your permission below.